



City of Maitland
1776 Independence Lane
Maitland, Florida 32751

PETITION FOR OFF-SITE OR SHARED PARKING

CONTENTS:

- 1) General Public Summary Information
- 2) Petition Form

General Summary

The following is a guide designed to assist those persons who wish to obtain approval for off-street parking facilities which are not located on the same lot or parcel of land they are intended to serve, but which are located within three hundred (300) feet of the premises for which they are intended. In addition, the procedures herein are applicable to all required off-street parking facilities where two (2) or more owners or operators of adjacent buildings or uses make collective provisions for such facilities. As such, it does not assure any approvals.

1. Become familiar with the Land Development Procedures, Article V, Chapter 7.5 of the City Code, as well as the parking requirements outlined in the Zoning Code, Chapter 21 of the City Code (a copy of the Zoning Code may be purchased at City Hall or via the internet at www.itsmymaitland.com).
2. Submit application and all required information, as outlined on the application, to the office of the Zoning Administrator. Applications must be submitted no later than noon, at least forty (40) days prior to the first Thursday of any month.
3. Fees for off-site or shared parking applications are \$100 and are required to be submitted with the application. No application will be reviewed for sufficiency unless accompanied by a fee payment. Fees are not refundable.
4. Within five (5) days of submission, the Community Development Department will review the application for sufficiency and completeness and will accept it or request corrections. If corrections are requested, the applicant has five (5) days to make all requested changes. If all information is not submitted as required, the application will not be considered complete and will not be accepted. The applicant will forfeit the application fee and the application will not be processed.
5. After receipt of a complete application, the Community Development Department will schedule a Development Review Committee meeting. The Development Review Committee will review the application and make recommendations to the Planning and Zoning Commission. The applicant should attend this meeting in person or by representative agent.
6. Following the Development Review Committee meeting, the Planning and Zoning Commission¹ will hold a meeting on the first Thursday of the month following the date of application submittal. The applicant should attend the meeting in person or by representative agent. The Planning and Zoning Commission shall approve, approve with changes, deny the application or request additional information. If the Planning and Zoning Commission requests additional information, the Commission shall make their decision at the next Planning and Zoning Commission meeting.
7. No approval granted by the Planning and Zoning Commission shall be effective until all agreements required to effect the approval have been recorded with the Orange County Clerk of the Courts by the applicant. The applicant must then provide the Zoning Administrator with proper verification that all such recording has been completed.

¹ The Planning and Zoning Commission of the City of Maitland, Florida, also sits as the Local Planning Agency and the Land Development Regulation Commission.

Petition Number _____
(office use only)



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Maitland, Florida 32751

PETITION FOR OFF-SITE OR SHARED PARKING

PART I. APPLICANT INFORMATION (Part I to be submitted in triplicate.)

Please check box for those who should receive all correspondence relating to this petition.

1. APPLICANT'S NAME _____

Address _____

Telephone No. (_____) _____ Fax No. (_____) _____

E-mail Address _____

(If more than one applicant, please attach list and signatures.)

2. CURRENT PROPERTY OWNER'S NAME(S) _____

Address _____

Telephone No. (_____) _____ Fax No. (_____) _____

E-mail Address _____

(Provide for each owner of real property that is subject to petition; please attach list and signatures.)

3. AGENT'S NAME _____

Address _____

Telephone No. (_____) _____ Fax No. (_____) _____

E-mail Address _____

(If more than one agent, please attach list.)

4. CONTRACTOR'S NAME _____

Address _____

Telephone No. (_____) _____ Fax No. (_____) _____

E-mail Address _____

(If more than one contractor, please attach list.)

5. ENGINEER'S NAME _____

Address _____

Telephone No. (_____) _____ Fax No. (_____) _____

E-mail Address _____

(If more than one Engineer, please attach list.)

6. Gross Acreage _____ Net Acreage _____ Parcel I.D. _____

Existing and Proposed Land Use _____

7. REQUEST STATEMENT:

I (We) _____ of _____

hereby petition the City of Maitland, Florida to review request for Off-Site Parking or Shared Parking.

8. APPLICATION CERTIFICATION:

I certify that, to the best of my knowledge, the submitted information and statements are true and correct.

I have received and read the Public Summary Information, which outlines the Off-Site or Shared Parking procedure.

(Attach signatures as required.)

Applicant's Signature

Date

NOTE: Any desire to amend or withdraw application must be submitted in writing to the Community Development Department. If ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.

PART II. REQUIRED APPLICATION INFORMATION1. **FEES.** (Payment required upon application submission.)

Required Fee Payment: \$100.00

2. **AUTHORIZATIONS.** If the applicant or agent is other than the property owner, the applicant or agent shall provide a notarized letter of authorization from the property owner.

PART III. REQUIRED SUPPLEMENTAL INFORMATION. Submit two sets of all plans and supplemental materials until application has been deemed sufficient. When sufficient, all supplemental information shall be submitted in sets of twenty-two (22) copies. All plans submitted must be in sets of **12 full-size** and **10 half-sheet** sets.

1. **COPY OF DEED** showing title to be vested in the name of the property owner listed on the petition form.2. **VICINITY MAP** showing:

- The location of the proposed parking area and site(s) to be served by the parking area;
- Relationships to surrounding streets;
- Existing zoning and land use on the site and surrounding areas (within 500 feet); and
- An arrow indicating north and scale.

3. **SITE PLAN(S)*** for subject properties to include:

- Boundary survey and the legal description of the property prepared by a surveyor registered by the state of Florida under a surveyor's seal and certified to the City;
- Street address (if applicable);
- An arrow indicating north and scale;
- Existing and proposed easements and rights-of-way;
- Required yard and setback information;
- Required off-street: parking detail (number and location), loading areas, service and refuse areas;
- The layout of bikeways and pedestrian ways;
- Locations of ingress/egress to property (existing and proposed);
- Open space (provide total for open space);
- Recreation areas (if applicable);
- Permeable and impermeable surface areas (describe and provide total in text form as well);
- Existing and proposed building(s) located on site and indicate structural height and square footage (indicate floor area ratios in text form);
- Width, pavement type and laneage of all adjacent rights-of-way;
- Indicate handicap parking, including details, location and accessible route to building with elevations;
- Indicate the total square footage along with the square footage on a floor-by-floor basis for the facility;
- Type of occupancy;
- Type of construction;
- Distance to any other structures on site.

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)

- Access to all new buildings by fire/rescue apparatus shall be as required by applicable sections of the Florida Fire Prevention Code, current edition, and Chapter 6, City Fire Code. Site plan showing fire access shall be to scale, no greater than 1"=60';
- Turning radii for fire engines shall be 20 inside and 40 outside diameter; turning radii for ladder or aerial trucks shall be 25 inside and 50 outside in accordance with manufacturer's specifications;
- Roadways shall be designed to sustain the weight of fire apparatus; minimum design weight of 32 tons (64,000 lbs).

The site plan may be submitted in one or more drawings that have a uniform scale.

4. GRADING/DRAINAGE/UTILITY PLAN* to include:

- Proposed contour lines and spot elevations on site and extending 25 feet beyond the property boundary. Existing contour lines screened as background;
- Location, size and description of drainage, sewage collection and water distribution systems, including location of any proposed or existing fire hydrants;
- All existing and proposed utilities on or adjacent to the site, including connection details;
- Plan(s) to include footprint of existing and proposed site improvements for evaluating the grading and drainage systems;
- Finished floor elevation and perimeter.

5. FIRE FLOW. To meet gpm requirements for the proposed project, the following information shall be provided to the Fire Marshal prior to submitting application:

- Type of construction for the proposed facility;
- Floor-by-floor/and/or total square footage;
- Type of occupancy or use for the proposed facility;
- Whether the building is protected with fire sprinklers;
- Distance from property lines and/or neighboring structures within 150 feet of proposed building;
- The minimum required fire flow per building shall be provided by the Fire Marshal;
- Engineered hydraulic calculations shall be accomplished to prove the required fire flow is available. The minimum acceptable design pressure shall not be less than 25 psi for these calculations;
- The hydraulic calculations shall be submitted to the Fire Marshal for review and acceptance prior to the Development Review Committee meeting.

6. LANDSCAPE PLAN.

- The landscape plan shall be drawn at a noted scale of at least 1"=30' and be signed and sealed by a Landscape Architect. The landscape plan shall clearly identify the following:
 - a. Species of tree, caliper and condition of existing trees greater than 6" DBH;
 - b. Proposed landscape areas, including berms and buffers (reference species type, dimensions and character at planting, as well as spot elevations and contours for berms);
 - c. Location, height and material for walkways, fences, walls and other manmade landscape features;
 - d. Existing vegetation to be preserved (reference species type, dimensions and character);
 - e. Relocation and/or preservation management process, if applicable;
 - f. Irrigation plan (note G.P.D./usage); and
 - g. An arrow indicating north

PART III. REQUIRED SUPPLEMENTAL INFORMATION (Continued)

- Plan must include screening and buffering (reference, type, dimensions and character) and interior parking and service areas.
 - Signs and Lighting (existing and proposed locations, elevations and typical sections) if any.
 - Clearances of seven and one-half feet (7 ft – 6 in) in front of and to the sides of fire hydrants and four feet (4 ft) behind fire hydrants shall be provided and maintained. Clearances of seven and one-half feet (7 ft – 6 in) in front of and to the sides of fire protection system appliances such as a Fire Department Connections (FDC) shall be provided and maintained. (Sec. 3-5.6, FFPC, '01 Ed.) Low-growth plants, maximum of 8 inches in height, may be planted in these areas.
7. **TOPOGRAPHY MAP** showing existing contours at one-foot intervals, based on U.S. Geodetic Datum and extending 25 feet beyond the property boundaries. The topography map must delineate the mean high water elevations for each water body and the one hundred-year flood elevations throughout the site, if applicable. (The topography map may be included on the Grading/Drainage Plan).
8. **VEGETATION MAP** (for applications with property one (1) acre or larger)* showing existing vegetation species, caliper, and condition and including all species that are threatened, endangered or of special concern and all preservable trees 6" D.B.H. or more in diameter.
- * All plans are to be drawn at a scale of at least 1"= 60'
9. **BUILDING ELEVATIONS** for all sides including structural heights.
10. **EXISTING BUILDING USES** listed for all buildings (if any) and intended use of each building or portion thereof.
11. **LEVEL OF SERVICE DATA AND ANALYSIS** illustrating that all adopted levels of service affecting the property are met or, if any service levels are not met, schedule of improvements which will be provided to ensure that all service levels are met; and, a detailed analysis of parking requirements, including time of use and function, to support request. Data shall include, but not be limited to, traffic, storm water drainage, water, sewer and parks and be in a format acceptable to the Community Development Director. Include the attached Water/Sewer Level of Service Analysis signed and sealed by an engineer.
12. **SOILS MAP** and detailed soils report based on the findings of a professional soils expert supporting proposed construction activity.
13. **DETAILS.** Listed below are examples of details which are attached for reference and are to be included with application:
- Water/Sewer details
 - Dumpster details
 - Tree Save details
14. **OFF-SITE OR SHARED PARKING APPLICATION CHECKLIST** to be completed and submitted with the application.

FIRE FLOW CALCULATION ACCEPTANCE	WATER/SEWER ANALYSIS
Address of project: _____ _____	Address of project: _____ _____
Required Fire Flow per City: _____ gpm	water gpd: _____
Fire Flow available for Project per Engineered Calculations: _____ gpm	sewer gpd _____
Accepted by: _____	_____ Engineer's Signature
_____ Date	_____ Date
Copy of Sealed Calculations attached	NOTE: Attach demand calculations.

APPLICATION CHECKLIST

The following items must be included with the application before it can be deemed sufficient. If all items on this application are not addressed, the application for Off-Site or Shared Parking MAY BE DEEMED INSUFFICIENT. Please check a Yes or No for each of the items listed below:

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Signed Fire Flow Calculation Acceptance sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Water/Sewer details |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Paving and Hardscape details |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Dumpster Enclosure detail |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. SJRWMD Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Tree Save detail |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Signs and lighting detail |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Traffic Impact Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Survey signed and sealed Certified to the city of Maitland |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. L.O.S. analysis attached, signed and sealed by Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Landscape plans signed and sealed by a Landscape Architect |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. I understand if my application and plans are not complete, the application WILL NOT BE REVIEWED. |

CERTIFICATION

I do hereby certify that I, the undersigned, have read the above information and have full understanding to the best of my knowledge and belief that all information supplied with this application is true and accurate.

Signature _____ Date _____
 Owner Applicant
 Print Name _____

OFF-SITE OR SHARED PARKING APPLICATION PROCESS

